

101 Vera King Farris Drive | Galloway NJ 08205-9441
stockton.edu

Title:

Coordinator of Student Affairs Administration & Operations (PSS 3)

Location:

Galloway – Main Campus

Job Category:

AFT Professional Staff

Department:

Student Affairs

Salary:

Salary commensurate with experience and is accompanied by an extremely competitive University benefits package

Work Hours:

M-F, 8:30a-4:30p

Posted Date:

3/23/2023

Closing Date:

N/A

Overview:

Stockton University is ranked among the top public universities in the Northeast with more than 160 undergraduate and graduate programs, as well as continuing education opportunities. The University, one hour from Philadelphia and two hours from New York City, offers unique living and learning environments throughout southern New Jersey, including the 1,600-acre Galloway campus in the Pinelands National Reserve and Stockton University Atlantic City, located in the University District, just steps from the beach and the iconic Atlantic City Boardwalk. Additional locations include Hammonton, Manahawkin and Woodbine. As a public university, Stockton provides an environment for excellence to a diverse student body, including those from underrepresented populations, through an interdisciplinary approach to liberal arts, sciences, and professional education. Founded in 1969, Stockton held its first classes in 1971. The University's commitment to cultural diversity and its welcoming and vibrant community makes Stockton a great place to learn and work! Learn more about the many reasons to choose Stockton at www.Stockton.edu.

Faculty and Staff are committed to support Stockton University's commitment to diversity and strong student-centered vision and mission.

Reporting to the Director of Student Affairs Finance, Administration and Operations, the Coordinator of Student Affairs Administration and Operations serves as a key member of the

Office of the Vice President for Student Affairs team, support leading financial, administrative, and organizational operations for a division of approximately of approximately one-hundred and fifty full-time and part-time professional staff, 300 undergraduate and graduate student staff and operating budgets of approximately \$20 million. Strong attention to detail, ability to set priorities in a multi-faceted environment with demanding timeframes. The position responsible for all coordination, and precise execution of administration, operation, and financial related tasks and or projects, including procurement, contracting, budget – monitor, process, reconciliation, and forecast, human resource administration, information, and technological support. Must be able to work independently, proactively, and confidently. Skills: administration, budget, planning, organization, information integration, and strong communication.

Successful candidates will be required to show proof of their COVID-19 vaccine status prior to their start date. Religious or Medical waivers may be requested at the time of employment offer.

This is an in-person on campus, non-remote position. For the 2022-2023 academic year, the University has implemented a pilot program allowing employees to work either a compressed 4-day work week with extended workdays or may work from home one day a week. Participation is subject to Divisional Executive approval depending on operational need.

Responsibilities:

- Serves as back up for financial operations for the Division of Student Affairs, including budget recommendations, monitoring, verification, and reconciliation of expenditures.
- Prepare and present monthly, quarterly, and year-end financial reports for the Division of Student Affairs leadership.
- Coordinate and facilitate fiscal, administration, and operation trainings for the division of Student Affairs.
- Assist in the coordinate of all financial, legal, procurement, and contract transactions within the Division for final approval by Director and/or Vice President for Student Affairs.
- Monitor and maintain accurate fiscal documentation, including files, reports, etc. across all Division-wide budgets.
- Assist in the Division-wide budget planning and review process, including the preparation of detailed Microsoft Word/Excel templates, timelines, pre-review for accuracy, organization, and adherence to Division guidelines.
- Assist in the development and monitoring of fiscal internal processes for operational efficiency, with recommendation for adjustment.
- Plan, coordinate, and execute all meetings, events, and initiatives led by the office of the Vice President for Student Affairs. This includes, but not limited to meeting logistics, such as prepare agenda, coordinate personnel assistance, supplies, catering, space/facilities, décor, and technological needs.
- Assist in the coordinate, planning, and dissemination of Division-wide management and executive leadership calendars.
- Process and reconcile financial transactions, including but not limited to expenditures, budget transfers, supplemental payments, travel/meals/professional development via Chrome River, and credit card expenses via Bank of America (Works).

- Develop and maintain a division operating procedure manual.
- Coordinate, plan, and facilitate division-wide training(s), in addition to creating and developing visual aids, recourses, and/or materials.
- Perform a wide variety of administrative tasks: develop templates and other tools for data entry/consumption; prepare draft and or edit documents, reports, presentations, and other materials; accept, screen, and route incoming correspondence (via telephone, written) of the office to the appropriate person(s), office, and/or department.
- Maintain accurate and organized files, records, and other documents. Assist in the oversight, hiring, payroll, and management processes for part-time employees, temporary employees (TES), and student workers, including recruitment, interview, selection, training. May supervise and/or coordinate day-to-day work assignments, in absence of supervisor.
- Serve as the departmental liaison to Information Technology on relevant technology projects and/or expenses, in absence of supervisor.
- Assist with all components of integrated strategic planning for the Division of Student Affairs.
- Perform other duties as assigned by Director of Student Affairs Finance, Administration, and Operations or the Vice President of Student Affairs.

Required Qualifications:

- A bachelor's degree from an accredited institution.
- Experience supporting administration and business operations.

Preferred Qualifications:

- A master's degree in business administration, finance, higher education, or other related discipline from an accredited institution.
- Three years of experience in administration, business, and or finances at a college/university setting.
- Demonstrated knowledge and experience using technology and personnel management systems in a college or university setting.
- Experience serving in a student-focused department in a college or university setting.
- Prior experience processing and/or managing internal and external financial resources (e.g., state and federal grants, operating budgets, auxiliary, etc.).

Knowledge, Skills, and Abilities:

- Knowledge and understanding of management and administrative principles and practices.
- Strong organizational skills and attention to detail with the ability to prioritize and multi-task.
- Ability to interpret, adapt, and apply guidelines and procedures.

- Ability to plan, organize, implement, evaluate, and modify.
- Intermediate to advanced excel skills (e.g., pivot tables).
- Excellent written and verbal communication skills.
- Excellent interpersonal skills, with ability to work independently and interact effectively with others in all roles and at all levels at the University.
- Use of systems and/or software including, but not limited to: Microsoft Office, Blackboard, Self-Service Banner, Banner Finance, Argos (Envisions), Hire Touch/PageUp.

Screening Information:

Screening of applications begins immediately and will continue until the position is filled.

How to Apply:

To apply please visit <https://employment.stockton.edu> or click the "Apply" button.

SAME APPLICANTS: If you are applying under the NJ "SAME" program, your supporting documents (Schedule A or B), must be submitted along with your resume by the closing date indicated above. For more information on the SAME Program visit their Website at: <https://nj.gov/csc/same/overview/index.shtml> , email: SAME@csc.nj.gov , or call CSC at (833) 691-0404.

Click [here](#) to apply. Email all necessary documentation to Stockton.same@stockton.edu.

Only electronic documents will be accepted. Please complete the online application and include three professional references in addition to the following required documents. All required documents (Microsoft Word or PDF) must be submitted in order for your application to move forward.

- A letter of interest describing qualifications and accomplishments
- Current resume or curriculum vitae

Please Note:

- Stockton University is an equal opportunity institution encouraging a diverse pool of applicants. Pursuant to Title IX of the Education Amendment of 1972, Stockton University prohibits discrimination on the basis of sex (including, but not limited to the prohibition of sexual misconduct and relationship violence, sexual assault and harassment) in all of its educational programs and activities. Please visit http://www.stockton.edu/affirmative_action for information on Stockton's Equal Opportunity and Institutional Compliance processes. The University provides reasonable accommodations as appropriate. An applicant may request a reasonable accommodation for any part of the application and hiring process by contacting Bart Musitano, Manager for University Pensions and Benefits within the Office of Human Resources (Main Campus, J-115) at 609-652-4384, Monday-Friday between 8:00am - 5:00pm.
- All offers of employment are contingent upon a favorable background check, which may include social intelligence from a consumer reporting agency.

- In accordance with the New Jersey First Act P.L. 2011 c.70, effective September 1, 2011, new public employees (faculty exempt) are required to obtain New Jersey residency within one (1) year of employment. Applicants must meet the requirements listed.
- Pursuant to the Jeanne Clery Disclosure of Campus Security Policy and Campus Crimes Statistics Act (Clery Act), prospective employees may access Stockton's Annual Security and Fire Safety Report (ASFSR) at <https://www.stockton.edu/police/crime-statistics.html>. The ASFSR contains the previous three years of reported Clery Act crime statistics, fire safety information and information regarding campus and personal safety. Paper copies of the report are available at the Stockton University Police Department, building 71, 101 Vera King Farris Drive, Galloway Township, NJ, or call 609-652-4390, to request that a copy be sent via postal mail.